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IHSA 81-024

5 October 1981

MEMORANDUM FOR:
DDA ADP Coordinator

FROM:
DDA/IHSA

SUBJECT: IHSA Database Study

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1. As you know from our brief discussion we are in the process of surveying all of the Agency's critical, significant or unique databases. The identification of these databases may be established using the following criteria:

- o Are used in direct support or critical intelligence functions and products that require the attention of senior Agency personnel (e.g., DCI-; DD-; NIO-level). (Examples of "critical intelligence functions" include military, political, or economic intelligence estimates; collection of operations management; or support to the President and NSC in crises.)
- o Are utilized by a range of users from different elements within the Agency or community-wide, and are interconnected (or planned to be connected) with other systems.
- o Are used by 10 or more users, or are heavily used by a few senior users.
- o Are automated, planned to be automated, or are unique and highly valued although manually filed (e.g., heavily used cardfiles).
- o Have annual maintenance budgets greater than or maintenance staffs of two or more persons.

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Databases that meet any of these criteria should be identified for surveying.

2. Information which we desire to collect on the databases is of the following type:

- o Descriptive and background information
- o Specific use information
- o Size, complexity and interface information
- o Database structure information
- o Database functioning information (update frequency, archiving, etc.)

3. We would appreciate your informing the component ADP coordinators of this effort so they can evaluate their databases for possible inclusion in this survey. Subsequently we would like to meet with them to begin the actual surveying process. We trust this can be arranged in the near future.



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